



822 West Liberty, Sumter, South Carolina 29151 \* 1-800-688-4748 \* 1-803-436-2640 \* Fax: 1-803-436-2652

## City of Sumter Aquatics Center Reservation



The City of Sumter welcomes you to The City of Sumter Aquatics Center. The Aquatics Center is available for the public to enjoy. In reserving the center, the following conditions must be agreed upon:

***The City of Sumter welcomes you to The City of Sumter Aquatics Center. The Aquatics Center is available for the public to enjoy. In reserving the center, the following conditions must be agreed upon:***

- All persons will be required to take a shower before entering the pool
- No cutoffs, blue jeans, or long pants will be allowed
- All suits must have a lining in them
- **Street clothes, shorts, t-shirts, bras or underwear are not acceptable swim attire. Swimmers must wear a bona fide swim suit to enter pool**
- No bandanas or dew-rags allowed in the pool
- Entry into the pool is refused to all persons having a contagious disease or lesion that has not healed. Persons with corn plaster, bunion pads, adhesive tape, rubber bandages, etc, or other bandages of any kind will not be admitted
- Smoking is Prohibited
- No running, boisterous or rough play
- No person under the influence of alcohol or drugs will be admitted to the pool
- No profanity or horseplay will be allowed
- No spitting or blowing nose in the pool
- Persons with skin, eye, ear or nasal infections prohibited
- No animals or pets are allowed in the pool complex
- Keep lawn chairs and other equipment six feet away from the water and pool edge
- No mask fins or snorkels (goggles that cover eyes only are allowed)
- Open swim is from 12 p.m. to 5 p.m. Tuesday thru Friday, 11:00 a.m. to 5:00 p.m. on Saturday and 2:00 p.m. to 6:00 p.m. on Sunday.
- A first aid kit is located in the office
- An emergency phone is located in the office
- **Obey lifeguards at all times for your safety**
- **All persons will be required to exit the water when thunder and lightning are in the area. (Center is not responsible for inclement weather once event begins)**
- Picnic tables will NOT be moved without prior permission
- **NO** pets, bicycles, fireworks, and skateboarding
- **No glass allowed in or around the pool complex**
- **Food and drinks are not allowed on pool deck or near pool**
- No small children allowed in the pool without proper supervision
- Floatation devices other than Coast Guard approved Type I, II, or III with head pillow life jackets are prohibited
- **NO FULL CATERED events allowed (No kitchen service area)**
- **NO DEEP FAT FRYING allowed**
- Small free standing grill allowed (Must be used inside the gates and removed by the end of event)
- **Coolers allowed only for prepared foods and non-alcoholic drinks. (must be approved by staff before entering facility)**

- No radios or DJ's allowed in the pool complex. All music must be played through the centers sound system. CD's must be provided by guest. (Center not responsible for CD's)
- **The maximum number of swimmers allowed in the pool is 300**
- The complex and surrounding area will be left clean as found
- All trash will be put in the roll-a-way carts
- No external structures allowed
- **Inflatable's are not permitted**
- Rental Hours begin when set up begins and run continuously until complex is completely vacated. The Aquatics Center and premises are to be cleared no later than 11:00 pm
- **Rental availability is from 7p.m. to 11p.m. Friday and Saturday's ONLY**
- Tape, ribbon or soft wire may be used in decorating and must be removed prior to departing. TACKS, STAPLES OR NAILS ARE NOT ALLOWED
- **Lessee of the complex is accountable for observance of the above conditions and conduct of guests with consideration to the surrounding residential area**
- Four (4) adult chaperones are required for all events given for teenagers.
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.
- Not responsible for items left after an event.
- **NO ALCOHOLIC BEVERAGES ALLOWED** on the premises, inside complex or in parking lot of complex!
- **A deposit must be made to secure a date for the event.** If the event is secured in less than two weeks the event must be paid in full. *If the event is cancelled prior to the start of the event due to inclement weather or if the event is cancelled and the required two week notice is given, then the deposit is non-refundable; however, one other date can be chosen within sixty (60) days from date of cancellation (based on availability)*

I \_\_\_\_\_ **HAVE READ AND AGREE TO THE ABOVE CONDITIONS FOR THE USE OF AQUATICS CENTER WITH THE UNDERSTANDING OF COMPLETE RESPONSIBILITY OF ADHERENCE TO THE RULES.**

#### Fee Schedule:

**Tuesday - Sunday 7:00pm – 11:00pm**

**\*Entire facility including Life Guards**

**\$50.00 per hour with a minimum of three hour rental**

The Management of the Aquatics Center reserves the right to require the Lessee to provide safety/security personnel during the lease period for any party of 100 guests up to the maximum of 300. The safety/security personnel will be required to be present 30 minutes before the building is open to the public until at least 30 minutes after the program is completed. The safety/security personnel must be off-duty uniformed Sumter Police Officers. Visitor's Center personnel will make all arrangements to secure the required personnel for the safety/security force. I understand the requirement to have Sumter off-duty police officers to act as safety/security personnel during the lease period. **I understand that if I have not secured an off-duty uniformed officer then the Aquatics Center will refuse entry of additional patrons above the scheduled number in the party. I also understand that only off-duty uniformed Sumter Police Officers are authorized for security.** (Pay Rate: \$15 per Officer, per hour)

**SIGNED \_\_\_\_\_ DATE \_\_\_\_\_**

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**A Deposit of \$100 is required for all events. \* The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date.**

## Request for Reservation

### Aquatics Center

\_\_\_\_\_ Hours @ \$50.00 per hour (min. 3 hours) \$\_\_\_\_\_ +\$100 Deposit

\_\_\_\_\_ Number of people in party

**Please check if you will be using any of the follow:**

\_\_\_\_\_ Outdoor cooking equipment    \_\_\_\_\_ Relocation of Tables

### Event Hours of Rental

**Setup Time Begins**

**Event Begins**

**Cleanup Time Ends**

Security officer(s) arrive(s) 30 minute prior

Security officer(s) depart(s) 30 minutes following

\_\_\_\_\_ Number of Officers Needed: \_\_\_\_\_

\_\_\_\_\_ Hours Needed: \_\_\_\_\_

Total Cost For Security: \$ \_\_\_\_\_ (Security Officer Fee's Must Be Paid with Separate Money Orders)

**Total cost for this reservation: \$ \_\_\_\_\_**      **Payment due date: \_\_\_\_\_**

**RENTAL APPLICATION**

City of Sumter Aquatics Center

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: \_\_\_\_\_ Event Date Requested: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_

Name of Person Responsible for Use: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Name of Person Responsible for Payment (If same as above please write same):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type/Details of Event: \_\_\_\_\_  
\_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Any guests in excess of the number stated on the signed contract may result in immediate termination of the event and forfeiture of the security deposit. \_\_\_\_\_ (initials)

## FINAL REQUEST FOR RESERVATION

### City of Sumter Aquatics Center

I have read the conditions for the use of the City of Sumter Aquatics Center and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Please Print Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Visitors Center Staff

\_\_\_\_\_  
Date

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**For Office Use and Refund Approvals:**

**Deposit:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Credit Card#:** \_\_\_\_\_

**Exp. Date:** \_\_\_\_\_ **VIN#:** \_\_\_\_\_

**Deposit Paid By:** \_\_\_\_\_

**Payment Paid By:** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

**Total Paid:** \_\_\_\_\_

**Deposit Received:** \_\_\_\_\_

**Rental Fee Received:** \_\_\_\_\_

\_\_\_\_\_  
**Deposit: 110-0000-228.25-40**

\_\_\_\_\_  
**Rent: 110-0000-345.25-40**

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**The Aquatics Center has been inspected and deposit may be refunded.**

\_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Event date:** \_\_\_\_\_

**The Aquatics Center has been inspected and conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

#### Event Information for Refunds

**Name for Check to be made out to:** \_\_\_\_\_

**Address:** \_\_\_\_\_